

TECHNICAL REQUIREMENTS

VENUE REQUIRED (CIRCLE RELEVANT) ROUNDHOUSE THEATRE LA BOITE STUDIO OTHER

NAME OF EVENT OR PRODUCTION

ORGANISATION

PHONE CONTACT

EMAIL CONTACT

PRODUCTION MANAGER CONTACT Mobile

DATES OF HIRE

TIMES OF HIRE Arrival Event Start Interval

Event End Vacate

IMPORTANT

Draft event schedule, as well as lighting plans and other documentation including Risk Assessment should be provided to the Venue Manager at least 4 weeks prior to event.

PURPOSE OF HIRE?

WILL THERE BE AN OPENING NIGHT?

PROJECTED AUDIENCE CAPACITY:

Do you need catering for your event?

Do you wish us to open the bar?

How many people are included?

Crew:

Performers:

Other:

CREW DETAILS AND CONTACT NUMBERS (Stage Manager, External Contractors, other crew)

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TECHNICAL REQUIREMENTS/SPECIFICATIONS

STAGING

(eg. rostra, set additional seating etc. What equipment or set are you bringing with you?)

LIGHTING

(eg. Special lighting requirements, smoke/haze fx, lighting designer etc.?)

SOUND AND AV

(eg. Live band, singers, mic requirements, CD or MD projection etc)

ROUNDHOUSE STAFFING REQUIREMENTS

(eg. Lighting crew, sound engineer, AV specialist etc, LX or Sound Op)

NOTES:

- All electrical equipment must have a current electrical safety test tag, we can provide testing by arrangement at your cost.
- The Roundhouse Theatre has a stock of hire equipment, as listed on the venue tech specs, that can be utilised, but may incur additional cost. Expected hire of this equipment, in addition to the standard inclusions, should be noted on the previous page so the necessary paperwork can be provided to you.
- Additional items available for hire include: cabaret tables and seating, projector and projector screen, hazer and fogger.
- Additional costs incurred if extra gel and consumables are required.